

Procedures for Quarterly Audit of Leave Records

1. The person charged with auditing the leave balances should set up a quarterly deadline for all documents to be turned in to them by the timekeeper. The following are the documents that will be needed for the audit to be completed.
 - a. Leave calendar for each employee.
 - b. Comp time Log for each person.
 - c. Completed and signed time sheets.
 - d. Leave Requests with all relevant signatures.
 - e. Display Absence Quota Information Reports for each month being audited. ([PT QTA10 Display Absence Quota](#) for section leave balances.)
 - f. Information regarding the amount of leave awarded to an employee such as FMLA, Catastrophic leave, Military leave etc. and Workers' Compensation benefits received.
 - g. Quota Correction Forms explaining and justifying all corrections performed during the quarter being audited.
2. The person auditing the file will check the manual balances vs. the balances in AASIS provided to them in the monthly Display Absence Quota Information Report.
3. The auditor will verify holiday pay eligibility in accordance with DF&A policy which states that an employee must be on paid status the day before and at least one hour the day after the holiday to be eligible for holiday pay. **Holiday pay will be awarded to part-time and extra help employees in accordance with their regular work schedule.**
4. When an employee is receiving Workers' Compensation Benefits, the employee must provide his/her supervisor and timekeeper a copy of the letter received by the employee from Public Employees Claim division indicating the monetary amount of benefit they will receive for "Lost Time." This letter must be faxed to Geri Jones as soon as possible. Arkansas law states that an employee receiving Workers' Compensation benefits cannot earn **more than** her/his regular salary.
5. When a discrepancy is found in the leave records submitted for audit, the documents should be returned to the timekeeper for correction. Once the correction is complete, the auditor will re-check the results.
6. To check the accrual rates that an employee is earning, the person auditing the file will utilize [PT50 Quota Overview](#) for individual accruals and balances in AASIS. Enter the personnel number; scroll down on the screen and click "All;" Select the Accrual Information tab; scroll down to the most recent month and check the number of annual, sick, holiday and comp hours generated in the system; then verify the number of hours transferred against the accrual on the manual leave calendar.

Return the file to the timekeeper until the next quarter.